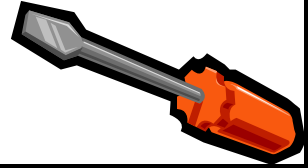


# Maintenance Service Request



Date Reported  Building Location (High School or Elementary)

Dept or Rm#  Requestor's Name

Requestor's Extension  Priority Level

1=Today, 2=This Week, 3=This Month, 4=This Yr)

**FORWARD REQUEST TO BUILDING ADMINISTRATOR FOR APPROVAL**

## Description of Work to Perform:

- Carpet Repair     Ceiling Repair     Electrical Repair     Furniture, remove/replace assembly
- General Maintenance     Janitorial Service     Lights     Locker Repair
- Painting     Pest Control     Phone Service     Picture Hanging/Plaques     Repair (general)
- Replace Light Outages     Restroom Concerns     Water Leakage/Plumbing     OTHER

## Description of Request:

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Authorized By: \_\_\_\_\_ **OR** \_\_\_\_\_

Superintendent Principal

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Custodial/Maintenance Staff Member

*Once Request is Completed and signed by Custodial/Maintenance Staff Member, please put in Bus Barn binder*